



Work Instructions

DIRECTIVE NO. 210 - WI - 5100.1.4
EFFECTIVE DATE: Feb 8, 1999
EXPIRATION DATE: Feb 8, 2002

APPROVED BY Signature: ORIGINAL SIGNED BY
NAME: Richard J. Keegan, Jr.
TITLE: Chief, Procurement Operations Division

Responsible Office: 210 Procurement Operations Division

Title: Purchase Request (PR) Initiator DOCUMENTATION GUIDE FOR SIMPLIFIED ACQUISITIONS

P1. PURPOSE

This Work Instruction outlines procedures for the conduct of Simplified Acquisitions.

P2. SCOPE

This instruction is applicable to acquisitions of products or services within the scope of the GSFC Quality Management System (See GPD 1270.3).

P3. DEFINITIONS

[Define only terms unique to the activity/process being described.]

P4. RECORDS, REPORTS AND FORMS

[Identify all records, reports and/or forms used to implement or resulting from the Instruction. Also identify the record custodian(s).]

P5. SAFETY PRECAUTIONS AND WARNING NOTES

None.

P6. REFERENCES

- a. Federal Acquisition Regulation (FAR)
- b. NASA Federal Acquisition Regulation Supplement (NFS)
- c. GPG 5100.1 Procurement

P7. TOOLS, EQUIPMENT, AND MATERIALS

None.

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P8. INSTRUCTIONS

GENERAL REQUIREMENTS

All simplified acquisition Purchase Requests (PRs) must be initiated in **SPS** (Small Purchases System) or the new Automated System for Acquisition Processing (**ASAP**). See **“Where to Get Help” page**. The SPS PR Processing Handbook can be printed from <http://genesis.gsfc.nasa.gov/210/spshb.htm>.

Before initiating a PR for **supplies**, check **GSFC Stores Stock** for availability (See Appendix A). Supplies available from Stock should be requested by a Supply Requisition, not a PR.

- Market Research-- Review the *Established Sources* (see Appendix C) for items which will meet your needs.
- **Include delivery costs in the total PR amount.**
- Item Descriptions should reflect *minimum* needs and clearly describe the functions or performance required and/or the essential characteristics or salient features for the material, product, or service.
- If Direct Delivery of equipment is requested, the PR initiator must notify the Property Custodian upon delivery.
- Check the List of **Commodities requiring Special Approval** (Appendix B). If your item is listed, indicate the required special approval on the Special Approvals screen.
- Review the **Hazardous Items screen**. Indicate if a hazard is involved. The initiator is responsible for insuring that a PR involving **safety or health** considerations is routed through the Safety and Environmental Branch, Code 205.2.
- **Space Flight Use items** -- Choose the appropriate Flight Assurance approval on the Special Approvals screen.
- **Documents under separate cover** -- Identify paper documents you will forward under separate cover (for SPS PR's, use SPS Required Text 007). Write the PR's PCN on the paper documents and mail to the cognizant Procurement Branch.
- PRs should not be submitted for: Membership Fees, Professional Dues, Unreimbursed Travel Expenses, Food, and other personal expenses.

DOLLAR THRESHOLDS

GSA Schedule Thresholds

Under \$2,500 -- Any product may be ordered.

Over \$2,500 -- Review 3 GSA Schedule products; select best value.

Dollar ceiling can be over \$100,000.00.

Orders from GSA schedule do not require publicizing (synopsis) regardless of amount!

See the GSA schedules list at <http://pub.fss.gsa.gov/fcoc/sched-li.htm>. Download more info from <http://pub.fss.gsa.gov/pub/download/index.shtml>. To order copies of GSA schedules, contact GSA's centralized mailing list service, phone 817-334-5215; or e-mail Ken.Cowan@gsa.gov.

Open Market Thresholds

Over \$2,500 -- Competition required from at least 3 vendors unless sole source supported by a *Justification for Sole Source Simplified Acquisition*

\$10,001 - \$25,000 - requirement posted for 10 days before solicitation released.

\$25,001 - \$100,000 - requirement synopsis on the web for 15 days before solicitation released.

\$100,000 -- Simplified Acquisition Ceiling for *Other than Commercial Items*

\$5,000,000 -- Simplified Acquisition Ceiling for *Commercial Items*

SPECIAL TYPES OF PR'S

Software descriptions should include the disk size and identify the equipment on which it will run

After-the-Fact Purchases

The PR must be submitted through the initiator's Director of or comparable official, and:

- identify the individual who made the unauthorized commitment
- include the actual purchase date
- explain why normal acquisition procedures were not followed
- describe measures taken to prevent a recurrence
- explain why the vendor was selected and list other sources considered
- describe the work and state the agreed price; cite invoice number, date and amount.
- state the date(s) supplies/services were accepted
- state funds were available when the unauthorized commitment was made.

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Credit Card funding PR's

PRs to support Non-Procurement cardholders do not go to Procurement. There is no Buyer; a Purchase Order is not issued. After release from the Branch, the PR is routed to Funds Control for commitment. After commitment, PR funds are "linked" to the cardholder's SPS account and remain in an *outstanding commitment* status until disbursed to pay cardholder monthly statements.

A Credit Card PR "SPS PR keyword" must be "**Bank Cards.**" The contractor is NationsBank; item description: Funds to support cardholder (name, code). The PR can have more than one Job Order Number (JON), but the fewer JON's, the better.

When the PR is released by the initiator, a popup window appears which requires entry of the cardholder's **SPS userid** and 4-digit **SPS "PIN"**. The PIN is obtained from the cognizant *Credit Card Program Manager*.

The process for initiating *additional funding* Credit Card PR's is the same; do not reference a PO number or previous PR number.

Commitments and disbursements against SPS "Bank Cards" PR's can be reviewed in SPS. At the SPS Welcome Screen, select 5. Reports & Queries, 2. Online queries, 17. Bank Card queries. Enter the cardholder's SPS Userid and PIN. A screen displays for each PR by PCN and JON committed, cumulative disbursement, and remaining commitment amounts. Disbursement amounts are updated after each monthly disbursement by Financial Management.

Trade-in of equipment

Submit a **GSFC Form 20-56 with the PR's PCN referenced** to the cognizant Procurement Branch. Buyer will verify trade-in amount, sign and submit form to Joyce Brooks, Code 235.

Furniture

Furniture must be ordered from GSA Schedule vendors. Contact Sylvia Parker, Center Furniture Coordinator, x63407, for help in selecting furniture from GSA schedule catalogs. The PR should indicate If installation is required or if Delivery by the contractor directly to your building and room is required.

Certificate of Compliance

If you require a "Certificate of Compliance" from the contractor, indicate in the item description.

Vendor in Foreign Country

Enter a separate line item for Import Duty Charges.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

Service - Statement of Work

Identify the objective, nature and general requirements for the work to be accomplished, the period of performance and any deliverables, and describe how the Government will determine that the work has been performed and requirements met.

Service Agreements

Renewals -- Submit PR's at least 30 days before the current PO's expiration date. Reference the previous Purchase Order number and identify the Manufacturer, Model, Serial and NASA Tag Numbers and location of the equipment.

Service as Needed PO's

This type of service agreement "banks" funds on a Purchase Order to cover equipment for a period of performance (usually 1 year) and pays for labor and parts for service *actually requested and performed*. not to exceed the total PO amount. The vendor bills only for actual labor/material costs. Invoices are sent to the Designated Representative of the Contracting Officer for certification. There may be residual funds remaining at the end of the PO's period of performance.

Maintenance Agreement PO's

This is a fixed price agreement which covers *all service calls* including covered parts for the period of performance. The vendor is paid the total purchase order amount regardless of the number of service calls performed.

Rental/Lease PR's including renewals

Provide a *Justification for Lease vs. Purchase* (format attached) comparing the lease cost to the purchase cost, showing that the cumulative cost to lease is less than the purchase cost.

One-time repairs

Specify whether repair will be ON-SITE or OFF- SITE. Identify the equipment by manufacturer's name, model #, serial #, and NASA tag #.

On-site repairs performed at GSFC should cite the equipment location (building/room) and identify the person the vendor should contact. That person will certify the invoice for payment.

Off-site repairs -- repair of equipment at the vendor's plant. Prepare a GSFC Form 20-4 Shipping Document to provide for the shipment of the equipment to the vendor. Reference the 20-4 serial number on the SPS PR. When the PR is assigned to a Buyer, write the PR's PCN on the GSFC Form 20-4 and send it to the Buyer.

DOCUMENTATION REQUIREMENTS BY DOLLAR AMOUNT

Under \$2,500

Describe your requirement, citing the minimum required features, the manufacturer's name, model number and part number. Include the suggested vendor's complete address, phone number and salesperson's name. If your requirement is available from a **GSA schedule**, the Buyer will contact a GSA schedule vendor.

\$2,501 - \$25,000

I. GSA Schedule

Clearly describe the minimum required physical, functional, performance or other salient technical characteristics for the material, product, or service. Include the suggested vendor's complete address, phone number and salesperson's name.

If a GSA schedule product will meet your needs, the Buyer is restricted to GSA schedule vendors. If you include a *Rationale for GSA Schedule Item Selection* (format attached) with your PR, the Buyer can issue the order to the suggested GSA contractor without contacting other GSA contractors.

Without a *Rationale for GSA Schedule Item Selection*, the Buyer will contact 3 GSA schedule vendors for product literature and order the lowest priced item meeting your PR specs.

II. Open Market

Provide a list of vendors, including addresses, phone numbers, and salespersons' names.

No preference Description

Clearly describe the minimum physical, functional, performance or other salient technical characteristics for the material, product, or service.

The Buyer will contact 3 vendors and issue a PO for the lowest priced item meeting PR specs.

Brand Name or Equal Description

This type of description includes a Brand Name as an example only and lists the minimum salient specifications that another product must have in order to be considered "equal" to the Brand Name cited.

The Buyer will contact 3 vendors and order the lowest priced product which meets the salient specs listed in your PR.

Specific Make and Model Description

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

If only one Make and Model will meet your needs. Describe your requirement, citing the manufacturer's name, model number and part number and the minimum required features. Include a *Justification for Make and Model* (format attached) stating why. A *Justification for Make and Model* restricts the purchase to a specific make and model, but *not* to a specific vendor.

The Buyer will contact 3 vendors and order from the vendor quoting the lowest price for the make and model you specified in the PR.

Only One Vendor

Your market research finds that only one source can provide the supplies or services to meet your needs. Clearly describe the minimum physical, functional, performance or other salient technical characteristics for the material, product, or service. Include a *Justification for Sole Source Simplified Acquisition* (format attached) with your PR. If the *Justification* is approved by the Contracting Officer, the Buyer will negotiate with that vendor only.

\$25,001 - \$100,000

Documentation requirements are the same as for **\$2,501 - \$25,000**.

If your requirement is not available from a GSA Schedule, the procurement must be **synopsized** (published on the web for 15 days) before the Buyer can contact vendors for quotes. Therefore, PR documentation should be able to withstand scrutiny.

GSA schedule requirements do not have to be synopsized.

\$100,000 - \$5,000,000

Commercial Item requirements in this price range can be procured utilizing Simplified Acquisition procedures. The documentation to support a Sole Source procurement must be a Justification for Other than Free and Open Competition (JOFOC).

FORMATS

RATIONALE FOR GSA SCHEDULE ITEM SELECTION

For GSA schedule purchases, it discusses the GSA product's features which motivated you to choose it over other GSA Schedule products. **It serves as a *Justification for Specific Make* and a *Justification for Sole Source*, because a GSA schedule product is only available from one GSA schedule vendor.**

1. Identify the GSA schedule product you selected and its use/purpose. Identify other GSA schedule products considered.

2. Identify required feature(s) not provided by other GSA items. E.g., compatibility with existing equipment, trade-in considerations, probable life of an item compared to alternative items, warranty conditions, and maintenance availability.

JUSTIFICATION FOR SPECIFIC MAKE AND MODEL

Open Market -- Why only one make and model of equipment will meet your needs. Does not address vendors.

1. Identify (1) your minimum requirement, its use and purpose, (2) the *product you want* and (3) the particular feature(s) of the **product** that are your minimum needs.

2. Discuss what *other* products lacked, that they cannot be modified to meet your needs; and otherwise why no other product will meet your minimum needs.

JUSTIFICATION FOR SOLE SOURCE SIMPLIFIED ACQUISITION

Open Market -- Why item is only available from one vendor or why competition is impracticable.

1. Identify the product or service and its purpose and the particular feature(s) of the **product/service** that are your minimum needs. If a specific delivery date is required, identify the “drop dead” date and state how GSFC will be hurt if this date is not met by a contractor.

2. Describe what action you took to identify other *products/services* and *vendors* which might meet your minimum needs (market research). Identify the *products and vendors* you considered.

3. Discuss how you arrived at the conclusion your requirement is only reasonably available from one source. E.g., what *other* products or vendors lacked; vendor’s past performance, quality, past experience with prices, etc. How the Government will benefit from procuring only from this source.

4. Identify the source and indicate if it is small, disadvantaged or woman-owned. Conclude that your minimum needs are only reasonably available from the selected source.

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SAMPLE

JUSTIFICATION FOR LEASE VS. PURCHASE

Compares the lease cost vs. purchase cost each year to show why lease is more cost effective.

I recommend (identify equipment) be leased for a period of **one year**. The following factors were considered in our decision to lease in lieu of purchasing the equipment.

	1st yr	2nd yr	3rd yr	4th yr
Purchase Cost	\$5,000			
Maint	0	\$600	\$600	\$600
Total Purchase Cost (Cumulative)	\$5,000	\$5,600	\$6,200	\$6,800
Cost to Lease	\$1,500	\$1,500	\$1,500	\$1,500
Total Lease Cost (Cumulative)	\$1,500	\$3,000	\$4,500	\$6,000
Cost of Purchase exceeds Lease by	\$3,500	\$2,600	\$1,700	\$ 800
Cost of Lease exceeds Purchase by				

This is the second year the equipment will be leased. As shown above, the break-even point is after the 4th year. Therefore, lease of the equipment for the second year is more economical.

END SAMPLE

PURCHASE REQUEST ROUTING

(except Credit Card Funding PR's*)

SPS and ASAP PR's are routed electronically--

1. Your Branch Head, Resource Analyst, and other approvals required by your organization.
2. If the PR is an Emergency, indicate routing through your Division Chief.
3. Check **Appendix B - Commodities requiring Special Approval**. If your item is listed, select the appropriate special approval in the Special Approvals screen.
4. **Hazardous items or services** -- Indicate if there is a **hazard** in the Special Approvals screen. The initiator is responsible for insuring that a PR involving **safety or health** considerations is routed through the Safety and Environmental Branch, Code 205.2.
5. **Space Flight Use items** -- Select the appropriate Flight Assurance Office, Code 303, in the Special Approvals screen.
6. The PR is electronically routed to the Fiscal System for commitment.
7. After commitment, the PR is sent to the Procurement organization based on the PR Keyword.

***Credit card funding PR's with the PR keyword "Bank cards" do not go to Procurement.** After commitment, PR funds are "linked" to the cardholder's SPS account and remain in an *outstanding commitment* status until disbursed to pay cardholder monthly statements

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WHERE TO GET HELP

SPS/ASAP Help Line and Training - x69372

SPS PR/PO STATUS:

At SPS Welcome screen, select 1. PR Processing, 5. Review Active PR's, 2. Review your Outstanding PR's. The SPS Status code is displayed in the ST column. To identify the Buyer for a PR, enter "M" in the "GO" column. A screen will display which has the buyer's name and extension.

If a PO has been issued, the PO# will be displayed on the line directly under the PR line.

IMPAC VISA Credit Card Program Managers

- Greenbelt – Dawn Murvin, x64915
- Wallops - Sandy Savage, 72363

APPENDIX A

FOUR WAYS TO CHECK

STORES STOCK

1. WEB CATALOG. The address for users on-site is: <http://logs-web>. At the opening screen, there is a list of all Federal Supply Classes (FSCs) in the Stock system. Each FSC entry has a short description of the items and is "hot-linked" to bring up every item in the catalog under the FSC. Use the "Find" button to specify text (e.g., descriptions, etc.) to search for.
2. OFFICE DEPOT printed full-color illustrated catalog.
3. GSA CATALOG. Fully illustrated and crosses every item to an NSN (National Stock Number) which can be ordered through Stores Stock. Check first to make sure that the item is in the Stock system. Order via stores stock requisition under NSN 7610-01-283-3779. The price is 10 cents.
4. CUSTOMER SERVICE OFFICE rep, Ms. Debbie Smith, 6-8900, knows the system well.

**APPENDIX B
COMMODITIES REQUIRING SPECIAL APPROVAL**

SUPPLIES OR SERVICES**APPROVING OFFICE**

After-the-Fact Purchases - Ratifications	Initiator's Director of and Procurement Manager
Conferences/Retreats - Off-site*	Initiator's Director of and Procurement Manager
Consulting Services	Procurement Officer
Contracting with Former NASA Employees	Procurement Officer
Contracts to Individuals	Procurement Officer
Copiers	Copy Management, Code 253
Environmental Impact Actions	Safety, Environmental & Security Office (SESO), Code 205
FAX Equipment or Services	Denise White, Code 294
Fire and Toxic Materials Detection Equipment	SESO, Code 205
Furniture and Matching Furnishings	Sylvia Parker, x63407, Center Furniture Coordinator, Code 231
Hazardous or Toxic Materials	SESO, Code 205
Luxury Items	Procurement Officer
Lasers	SESO, Code 205
Lease of Office Space	Procurement Officer
Medical Supplies	SESO, Code 205
Microphotographic Equipment	Center Printing Officer, Code 253

***As a general rule, appropriated funds may not be used for meals and refreshments which are personal expenses. See GSFC Announcement No. 97-40 dated 6/17/97.**

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APPENDIX B
COMMODITIES REQUIRING SPECIAL APPROVAL
(cont'd)

SUPPLIES OR SERVICES

APPROVING OFFICE

**Personal Convenience Items (e.g.,
coffeemakers, refrigerators, microwave ovens,
bottled water, etc.)**

Procurement Officer

Printing, Copying or Duplicating Services

Center Printing Officer, Code 253

Protective Clothing (e.g., safety shoes)

**Initiator's Division Chief and
SESO, Code 205**

**Radio Frequency Generating Equipment
producing power density greater than 9MW/CM
for Frequency Range 9MHZ to 100 MHZ**

SESO, Code 205

Radioactive Materials

**Phillip Nessler, Jr., or Ted Simmons,
SESO, Code 205**

Trailers to House People

**Head, Facilities Management Division,
Code 220**

Safety, Rescue or Fire Equipment

SESO, Code 205

Secretarial Support Services

Procurement Officer

Space Flight Use Items

Office of Flight Assurance, Code 303

**Telecommunications Equipment (e.g., pagers,
teleconference (polycom) phones, etc.)**

Customer Engineering Branch, Code 294

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APPENDIX C

RESOURCES

Procurement Operations Division -- <http://genesis.gsfc.nasa.gov/210/podserv.htm>

Government Credit Card Program -- <http://genesis.gsfc.nasa.gov/210/govcard.htm>

Established Sources

Unicor -- <http://unicor.gsa.gov> -- Customer service 800-827-3168

GSA schedules list -- <http://pub.fss.gsa.gov/fcoc/sched-li.htm>.

GSA schedules download -- <http://pub.fss.gsa.gov/pub/download/index.shtml>.

To order copies of up to 6 GSA schedules -- <http://pub.fss.gsa.gov/pub/gsa457/index.shtml>
or contact GSA mailing list service, phone 817-334-5215, FAX 817-334-5227; e-mail
gsa.cmls@gsa.gov.

GSA Advantage -- <http://www.fss.gsa.gov/cgi-bins/advwel>

Chicago Lighthouse (clocks) <http://www.chicagolighthouse.org>

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	2/8/99	